

**DIRECTORATE OF INSURANCE MEDICAL SERVICES,  
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**File No: IMS/1064/2021-ITD2**

**Date :04/12/2021**

**CIRCULAR**

Sub:- Insurance Services Department – Hardware Assets-Equipment(IT)  
Maintenance and upkeep.- Instructions Issued reg:-

Ref:- 1) GO(Ms) No: 27/2018/ITD dated 28/10/2018  
2) IMS/1064/2021-ITD-2 dated 30/09/2021

In connection with the previous circular ref (2) the following clarifications are issued, for the maintenance, management and disposal of IT equipment and hardware.

1. For each Institution/office there should be an Asset register which should be kept by a nodal section handled by a ministerial staff. In case of transfer or change of line of work the person holding charge of the register should handover the same to the ministerial staff assigned by the head of the institution. In the absence of ministerial staff, the head of the office should make necessary arrangements to assign the immediate ministerial staff joined to the nodal section.
2. The format of the Asset register should exactly be the same as that mentioned in the ref(2) circular . All the information in the register should be upto date and be made available to the authorities concerned(Audit/State IT Division staff/Nodal officers).
3. The IT Asset register mentioned in this circular pertains to equipments and hardwares procured and supplied through State Fund(plan/non-plan). Equipment/Hardwares as part of "**Dhanwanthri**" **should not** be included in this register. This is an additional register which should be maintained/updated by the ministerial staff and should be kept in the office. Any register which is currently used by the institution/office should continue as before.
3. The custodian of an equipment is the person who is actually handling the equipment of the concerned section. The name of custodian should be recorded in the Hardware asset register and the register should be updated subsequent to transfer of employees/section change. When there is change in section/transfer/retirement etc., the custodian of the equipment should transfer the equipments/hardwares to the successor/higher authority/head

of office documentally. The asset register should be updated accordingly by the Nodal section with remarks.

4. The nodal section should note the actual status of the equipment(working/non functional/damaged etc) for every transfer/retirement/change of section. The loss, damage or change in status should be reported immediately to the authorities concerned.

5. The nodal section should conduct annual physical verification of the IT equipments with the Asset register (monitored by the Head of office) and keep the hardware Asset register updated.

6. Copies of Invoices concerned with each equipment should be kept by the Nodal section and should be presented if any authorized Service person/representative of the concerned equipments require it.

7. The Regional Deputy Directors are directed to communicate via e-mail the consolidated data of the of the nodal sections of all institutions under their jurisdiction(in the prescribe proforma in Annexure-2) in **spreadsheet format** to <[itmgr.ims@kerala.gov.in](mailto:itmgr.ims@kerala.gov.in)>.

8. For all previous registers the status quo should be continued.

**Dr.MALINI S  
DIRECTOR IMS**

To:- 1. All Head of the Institutions/Offices  
2. Website  
3. File/Stock File/Spare